

Better Buildings Federal Award Application | 2013

www.femp.energy.gov/femp/services/betterbuildings.html

Submit by September 7, 2012

Step 1. Provide general information about the nominated facility

Agency: _____

Facility Name: _____

Square Footage: _____

Location/Address: _____

City: _____

State: _____

Zip: _____

Facility Contact: _____

Title: _____

Phone: _____

E-mail: _____

Mailing address (if
different than above) _____

City/State _____

Zip _____

Secondary Contact: _____

Title: _____

Phone: _____

E-mail: _____

Mailing address (if
different than above) _____

City/State _____

Zip _____

Step 2. Respond to the following questions about the facility.

Please provide adequate information for each question for FEMP to evaluate the nomination. Responses are not limited to the space provided.

1. Describe steps taken to improve the nominated building's energy performance, in terms of improvements to the facility, design of the facility, equipment purchases and upgrades, or building management systems.
2. List/describe best practices in energy management you have employed at the building.
3. Describe any programs initiated at the building that encourage building occupants to become involved in improving building performance.

4. Describe adoption of any innovative ways to save energy by building staff or occupants, which may include innovative use of social media to encourage greater occupant involvement.

Step 3. Provide additional information about your facility. (optional)

Include any additional information you wish to share about the facility/activities/projects not covered above.

Step 4. Attach a facility photo to your e-mail.

All applications must include at least one (1) high-resolution color photo for use on the competition website. For best results, please attach the original photo file separately (rather than inserting it into the Word document).

Step 5. Return this completed form to your Agency Coordinator.

Agency Coordinators must submit applications no later than Sept. 7, 2012. Your agency may have an earlier internal deadline. Agency Coordinators are listed at www.femp.energy.gov/services/awards_contacts.html.

Share your data from Portfolio Manager

To share your data from Portfolio Manager, follow these steps:

1. From your My Portfolio page, select the facility you would like to share.
2. On the facility page, find and select “Add User to share this facility.”
3. Find the Better Buildings Federal Award’s Master Account, titled “Better Buildings Federal Award – DOE_FEMP”
4. For nominations, it is only necessary to provide Read Only access.
5. Save your selections to share the building.